



Important Information About Your Email

Old Email will be Deleted on March 1, 2017.

Now that the District has completed its migration to Microsoft Outlook, it is time to implement a modern Email Retention Policy. To prepare for this change, please take the time to save critical messages and attachments outside of the Email system before March 1, 2017.

After March 1, the following retention schedule will be automatically enforced by the Office of the CIO:

E-mail	Retention Period	Method of Removal
E-mail in deleted items and junk e-mail folders	Removed 2 days (48 hours) after the e-mail enters the deleted items or junk e-mail folders.	Automatic removal by the District's Office of the CIO.
E-mail in the inbox, sent items, and drafts folders and any user created folders associated with these default system folders.	Removed ninety (90) days after receipt or sending of the e-mail.	Automatically removed by the District's Office of the CIO.
E-mail in user created folders associated with the root of the mailbox	Removed two (2) years after receipt or sending of the e-mail. Users must create permanent record.	Automatically removed by the District's Office of the CIO.
E-mail subject to a legal hold	Not destroyed until legal hold is lifted and deletion confirmed by designated representative of the Office of the General Counsel.	Office of the General Counsel removes legal hold. E-mail destroyed based on published e-mail retention policy.
All e-mail received and sent by BART	Journalled for legal discovery purposes – removed after 5 years.	Automatic removal by the District's Office of the CIO from the Journal.